

# Worksession

<b>Agenda Item #</b>	4
<b>Meeting Date</b>	February 2, 2004
<b>Prepared By</b>	Karen Hampton, HR Coordinator
<b>Approved By</b>	

<b>Discussion Item</b>	City Manager Selection Process
<b>Background</b>	<p>On December 1, 2003, a number of citizens and city staff were appointed to the City Manager Selection Committee to assist the Council in developing the City Manager's position description and qualifications, reviewing the application of all applicants for the position of City Manager and submitting a short list of finalists to the Council for consideration.</p> <p>On January 12, 2004 Council appointed The Mercer Group to assist in the recruitment, selection and hiring of a new City Manager.</p> <p>Together, the Committee and the Mercer Group have been working diligently on the City Manager selection process.</p> <p>Tonight, the City Manager Selection Committee will give you an update on their progress and present to you their recommended qualifications for a new City Manager. Jim Mercer will discuss with you the draft recruitment profile and suggested search process schedule.</p>
<b>Policy</b>	
<b>Fiscal Impact</b>	
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Qualifications for Takoma Park City Manager</li> <li>2. Schedule of Search Process</li> </ol>
<b>Recommendation</b>	Provide feedback to The Mercer Group and City Manager Selection Committee on Recruitment Profile and Qualification Criteria
<b>Special Consideration</b>	

DRAFT #1 OF QUALIFICATIONS FOR TAKOMA PARK CITY MANAGER  
(1/20/04)

Education and Experience:

1. Must have a graduate degree in public administration or related field and/or equivalent experience.
2. Possess experience in a municipality/public agency with a demonstrated ability to motivate, direct, and evaluate staff.
3. Possess demonstrated experience at managing budget development and financial management systems, including experience with revenues, capital improvements, and expenditure controls. Familiarity with results oriented budgeting and/or performance based budgeting is desirable.
4. Experienced at working with a politically active and environmentally sensitive citizenry and also at utilizing citizen input.
5. Have knowledge and experience of issues related to a major metropolitan area, including economic and small business development, landlord-tenant and rent control issues, transportation, environmental sensitivity, and issues related to racial, ethnic and socio-economic diversity.
6. Experience in working with and achieving results with various levels of government (federal, state, county, municipal, regional, etc.) to further the city's interests.
7. Have familiarity or experience in supervising a police chief.
8. Have significant experience in employee relations in a union environment and with modern personnel administration practices.
9. Have working knowledge of and/or experience with infrastructure issues including project management, maintenance, and annual reviews of capital improvement needs.
10. Have working knowledge and/or experience in economic development including small business development
11. Have knowledge of Information Management Technologies
12. Have an understanding of emergency preparedness issues.

Administrative/Management Skills:

1. Be a leader with the ability to focus on the overall picture and a demonstrated ability to anticipate rather than react to municipal problems, concerns and opportunities.
2. Be able to manage, direct, motivate, and evaluate staff in a way that holds staff accountable for performance, especially regarding responsiveness to citizen needs and concerns.
3. Be able to provide leadership and direction to city staff, delegating responsibility while holding staff accountable for their performance to ensure the achievement city goals.
4. Be able to create and maintain an open, non-hierarchical, respectful work atmosphere, where all city workers are encouraged to cooperate with each other and provide high quality service to city residents.
5. Use and encourage staff to develop and use effective communication skills (oral, written and listening).
6. Possess and exemplify high standards of personal ethics and integrity.

Skills and Traits for Interacting with the Mayor and Council:

1. Maintain a positive and healthy relationship with the Mayor and City Council.
2. Be able to present professional views, concerns and implications of proposed policy actions in a timely manner, while being committed to carry out ultimate Council decisions in a timely, professional, and impartial manner.
3. Be responsible for and active in developing policy initiatives and alternatives for consideration by the Mayor and Council.
4. Provide information to the Mayor and Council members on a fair and equal basis, and be accessible, open, and impartial in relations with the Mayor, Council members, and other public officials.
5. Keep the Mayor and Council informed of major activities and operations with particular sensitivity towards activities which have policy or community impact, with special attention given toward avoiding surprises.

Skills and Traits for Interacting with the Community:

1. Must have sensitivity to the issues and concerns of a multi-cultural, multi-ethnic and economically diverse community, with special care to treat others compassionately and be accessible, objective, and unbiased in their treatment of all people regardless of their race, ethnicity, disability, disadvantage, sexual orientation, or immigration status.
2. Must be sensitive to the interests of a historic, environmentally sensitive community
3. Must be able to openly communicate to the community about emergent policy issues that have significant impact.
4. Must be committed to effectively interact with individual citizens, citizen groups, and other major stakeholders. Be a good listener and always be aware that municipal government is there to serve the citizenry.
5. Be willing to energetically and pro-actively take the lead on issues of concern to the citizens.
6. Must treat all citizens with honesty, integrity and respect.
7. Must be able to encourage and support community participation and input into the policy process and in improving the quality of government service.

## Schedule of Search Process

Suggested by Jim Mercer, Management Consultant  
(Jan. 22, 2004)

Develop position profile for Council Approval	February 9
Conduct Recruitment Process	March 25
Evaluate Prospective Candidates followed by meeting with City Manager Selection Committee	March 30
Paper review leading to recommendation to Council by City Manager Selection Committee	April 15
Conduct background checks of top candidates	April 15- May 1
Council interviews top candidates	May 1